

### BCHS Procedures for RAP – 2024/2025

A student can collect credits through RAP if they have a job where an employer will agree to the apprenticeship and pay them the going wage for their experience. They must also have **completed HCS 3000** (a one credit job safety module.) A student makes initial contact with Mrs. Bondarchuk and gives the name & contact phone number of the business where they are working.

1. Mrs. Bondarchuk makes initial contact with the supervisor at the business.
2. Mrs. Bondarchuk fills out a work agreement (going over hours the student can work), goes through a safety checklist for the employer, talks about WCB coverage through Alberta Education and finally goes through the evaluation the employer will have to do (midterm & final)
  - i. Students are covered through Alberta Education's WCB if working in the hours of 7:00 am and 10:00 pm
3. The student takes home the off campus paperwork home to be signed. (work agreement, and parent consent form) The student will then return these signed papers to Mrs. Bondarchuk **asap!**
4. The student creates a **"mydigitalalberta" login and password using an out of school email address** and tracks down their Social Insurance Number (for applying through RAP with the mytrades secret website.) The Social insurance number is used as consent towards receiving a **(this has been \$1000)** when the student is done high school.
5. The student makes an appointment with Mrs. Bondarchuk and fills out the RAP application online. **If the student is doing this by themselves, they go to the mytradesecret website and choose new apprentice.**
6. The business accepts the student as a RAP apprentice through their email.
7. The student keeps track of their tasks and hours monthly and turns in the signed timesheet (**both employer and student must sign**) each month to Mrs. Bondarchuk (in Room 47 – black hand in folder on the whiteboard in her room.)
8. The supervisor evaluates the student **every 125 hours** according to the tasks in the "First year apprenticeship." **This is on a 4 point scale. A mark of 4 out of 4 equates to 100%, a mark of ¾ equates to 75%, etc.** The student brings in the signed first year trades sheet to Mrs. Bondarchuk. She will photocopy this and return it to the student to keep in their package for the next 125 hours.
9. Mrs. Bondarchuk will input a grade into power school to end up as RAP credits on the student's "Detailed Academic Report. **Using the averaged marks from the 4 point scale that were inputted by the supervisor"**

**RAP** students may earn up to 40 credits (representing a total of 1000 **hours**) for their on-the-job training as registered apprentices. These hours can count towards their first year's apprenticeship hours.

# Apprenticeship and Industry Training

## APPRENTICESHIP EDUCATION ENTRANCE REQUIREMENTS



### MINIMUM REQUIREMENTS

Successful completion of the following courses:

### RECOMMENDED PATH

Alberta High School Diploma that includes the following courses:

#### CATEGORY A

English 10-2  
Math 10-3  
OR  
A pass mark in all five Canadian General Educational Development (GED) tests  
OR  
Entrance Exam

English 30-2  
Math 30-3  
Physics 20 OR Chemistry 20 OR Science 20  
Related Career and Technology Studies (CTS) courses

#### CATEGORY B

English 20-2  
Math 20-3  
Science 10  
OR  
A pass mark in all five Canadian General Educational Development (GED) tests  
OR  
Entrance Exam

English 30-2  
Math 30-3  
Physics 30 OR Chemistry 30 OR Science 30  
Related Career and Technology Studies (CTS) courses

#### CATEGORY C

English 10-2  
Math 10-3  
Science 10  
OR  
A pass mark in all five Canadian General Educational Development (GED) tests  
OR  
Entrance Exam

English 30-2  
Math 30-3  
Physics 20 OR Chemistry 20 OR Science 20  
Related Career and Technology Studies (CTS) courses

#### CATEGORY A

Baker  
Barber  
Bricklayer  
Cabinetmaker  
Carpenter  
Concrete Finisher  
Cook  
Crane and Hoisting Equipment Operator  
Floor Covering Installer  
Glazier  
Hairstylist  
Insulator (Heat and Frost)  
Ironworker  
Lather (Interior Systems Mechanic)  
Locksmith  
Metal Fabricator (Fitter)  
Painter and Decorator  
Parts Technician  
Water Well Driller  
Welder

#### CATEGORY B

Agricultural Equipment Technician  
Appliance Service Technician  
Automotive Service Technician  
Boilermaker  
Communication Technician  
Electric Motor Systems Technician  
Electrician  
Elevator Constructor  
Gasfitter  
Heavy Equipment Technician  
Industrial Mechanic (Millwright)  
Motorcycle Mechanic  
Natural Gas Compression Technician  
Plumber  
Power System Electrician  
Powerline Technician  
Sheet Metal Worker  
Sprinkler Systems Installer  
Steamfitter-Pipefitter  
Transport Refrigeration Technician

#### CATEGORY C

Auto Body Technician  
Landscape Horticulturist  
Machinist  
Outdoor Power Equipment Technician  
Recreation Vehicle Service Technician

#### CATEGORY D\*

Roofer  
Instrumentation and Control Technician  
Refrigeration and Air Conditioning Mechanic

\*See the individual trades on [tradesecrets.alberta.ca](http://tradesecrets.alberta.ca) for Category D trade entrance requirements.

Equivalencies will be considered for entrance requirements.

If you have an existing trade certificate, it can serve as your entrance requirement when registering in an additional apprenticeship program.